

MEDIA PRODUCTION SPECIALIST

DEFINITION: Under general supervision, performs work of considerable difficulty in planning, developing, and preparing media programming; is responsible for supervision of producing live or broadcasting television, radio and/or other media presentations; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Directs professional staff in narration and production to create professional presentations for transforming community interests/issues in electronic programming; prepares and reviews scripts for production, shows ideas and new programs; critiques programs developed by staff and freelance personnel; supervises use of, or operates, mechanical and electronic devices that control, mix or manage audio and/or video signals and devices.

Controls, arranges and selects the sequence and content of all aspects of audio/visual production; approves editing on material submitted; participates in the development of budget; monitors expenditures, prepares purchase orders and payment control documents; prepares bid proposals; estimates proposed production programs; maintains all audio/visual equipment and material; orders repair for equipment; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state and local laws, statutes, ordinances, rules and regulations.

Knowledge of the principles and practices of media production.

Knowledge of methods, practices and procedures used in developing, editing and storing of media production.

Knowledge of television industry trends, techniques and technology.

Knowledge of electronic news gathering techniques and broadcast industry standards.

Knowledge of script writing and electronic field production management.

Knowledge of current developments in the field of media communications.

Skill in translating current issues and items of interest into television programming.

Skill in the application of broadcast production techniques and electronic field production.

Skill in video production equipment operation and maintenance procedures.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Broadcast Journalism, Film, Television, Mass Communications or closely related field; and two (2) years of professional/management experience in broadcasting and audiovisual industries.

PREFERRED QUALIFICATIONS:

- Two (2) years of specialized study in the field of audio visual program design and production.

THE NAVAJO NATION

Class Code: 2057
Information Management and Presentation Series
News and Media Presentation Group
Overtime Code: Exempt
Pay Grade: 65

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.